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DD/S 66-0832

DD / S REGISTRY

Executive Registry

FILE *Meetings 1* 14 FEB 1966

66-49413

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Formal Review of the Activities of Subordinate Components

REFERENCE : Memo dtd 4 Feb 66 to DD/I, DD/P, DD/S&T, DD/S
fr ExDir-Compt, same subj.

1. This memorandum is in response to reference memorandum of 4 February and is for your information only.

2. One of the principal means I am using to keep informed on the organization, staffing, activities, accomplishments, inadequacies, and plans of Support components, particularly below the Office level, is a schedule of formal briefings by Division Chiefs and their staffs. This system, begun some time ago, is designed to provide a formal briefing by each Division and major Staff at least once a year. More frequent briefings are scheduled as necessary for those components, or combination of components, which are confronted with special problems or are engaged in activities of unusual interest.

3. In addition to the briefings described above, a continuing program of review exists, of course, with respect to planning, programming, and budgeting activities.

4. I also receive a weekly activity report from each Support Office which highlights significant events, problems, and accomplishments. And we are trying to develop a system of monthly reports oriented toward the progress of major programs and the accomplishment of established goals. This latter system, hopefully, will fill the growing need for a better analytical base for measuring results in many of our major activities.

5. The briefings and reports from our components have developed into a very good two-way communications channel, and they are used to provide guidance, direction, and support to the Offices and their subordinate elements. I plan to continue this program in the future, making quality improvements as we go along.

[Redacted Signature]

K. L. Bannerman
Deputy Director
for Support

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GROUP 1
Excluded from automatic
declassification

TRANSMISSION SLIP

DATE 16 MAR 1966

TO: *DD/S^r V.T.*

ROOM NO. BUILDING

REMARKS:

FROM: *ER*

ROOM NO. BUILDING EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957—O—439445

(47)

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DD/S REGISTER

DD/S 66-0832

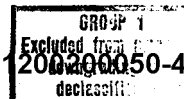
FILE

14 FEB 1966

MEMORANDUM FOR: Executive Director-Comptroller**SUBJECT : Formal Review of the Activities of Subordinate Components****REFERENCE : Memo dtd 4 Feb 66 to DD/L, DD/P, DD/S&T, DD/S
fr ExDir-Compt, same subj.**

1. This memorandum is in response to reference memorandum of 4 February and is for your information only.
2. One of the principal means I am using to keep informed on the organization, staffing, activities, accomplishments, inadequacies, and plans of Support components, particularly below the Office level, is a schedule of formal briefings by Division Chiefs and their staffs. This system, begun some time ago, is designed to provide a formal briefing by each Division and major Staff at least once a year. More frequent briefings are scheduled as necessary for those components, or combination of components, which are confronted with special problems or are engaged in activities of unusual interest.
3. In addition to the briefings described above, a continuing program of review exists, of course, with respect to planning, programming, and budgeting activities.
4. I also receive a weekly activity report from each Support Office which highlights significant events, problems, and accomplishments. And we are trying to develop a system of monthly reports oriented toward the progress of major programs and the accomplishment of established goals. This latter system, hopefully, will fill the growing need for a better analytical base for measuring results in many of our major activities.
5. The briefings and reports from our components have developed into a very good two-way communications channel, and they are used to provide guidance, direction, and support to the Offices and their subordinate elements. I plan to continue this program in the future, making quality improvements as we go along.

(S)
R. L. Bannerman
Deputy Director
for Support

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AEO-DD/S:WFV:hm (11 Feb 66)

Distribution:

Orig - Adse

1 - ER

1 - DD/S Subject w/cc of ref memo (DD/S 66-0670)

1 - DD/S Chrono

STATINTL

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DP/5 66-0670

66-494

4 FEB 1966

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support ✓

1. The Director has requested that we establish a formal, systematic arrangement within the Agency to ensure that the activities, accomplishments, inadequacies, and plans at all levels of the Agency are kept under continuing review. He has asked that each Deputy Director take regular and deep looks at the current and projected work of all components within his jurisdiction.

2. The objectives of such a system are:

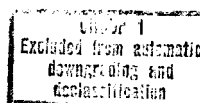
a. To make certain that the press of day-to-day affairs does not prevent the Agency's top managers from assessing workloads and programs, issuing guidance to subordinates, taking corrective actions as may be required, and developing fresh approaches to long-standing issues; and

b. To keep the Agency in a constant state of improvement.

3. It is, of course, understood that each of you, in carrying out your duties, has developed ways and means of keeping informed of your directorate's activities and of directing its work. What the Director requires is the development of a systematic procedure to accomplish the objectives set forth above. The system is your responsibility to arrange as most befits your directorate. As a suggestion, I think you will want to arrange periodic and recurring briefings of you by each of your subordinates in charge of echelons just below the division or office level.

4. You are also invited, of course, to feel free to obtain advice or information relating to your directorate as may be available

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to the Inspector General or the Director of Planning, Programming, and Budgeting.

5. Please let me know by mid-February how you intend to proceed to meet the DCI's request.



L. K. White
Executive Director-Comptroller

cc: IG
D/PPB

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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Formal Review of the Activities of Support Components below the Office Level

REFERENCE : Memo dtd 4 Feb 66 to DD/I, DD/P, DD/S&T, DD/S fr ExDir-Comp, same subj.

1. One of the principal means of keeping myself informed on the organization, staffing, activities, accomplishments, inadequacies, and plans of Support components below the Office level is the scheduled, formal briefings by Division Chiefs and their Staffs. This system was begun some time ago and is designed to provide a formal briefings by each Division and major Staff at least once each year. When there are problem areas or unusual activity, more frequent briefings are scheduled.

2. In addition to the briefings described above, I receive a report of activity each week from each of the Support Offices. We are now developing a program of monthly reports from each Office which will be in greater depth than the weekly reports and which will be oriented toward the progress of major programs.

3. The briefings and reports have developed into an excellent communications channel, and they are used to provide guidance, direction, and support to the Offices and their components. I plan to continue this program in the future, making quality improvements as we go along.

R. L. Bannerman
Deputy Director
for Support

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